

DEFERRED COMPENSATION PLAN BOARD REPORT 10-15

Date: May 3, 2010
To: Board of Deferred Compensation Administration
From: Staff
Subject: 2010 NAGDCA Conference
Plan Administrator On-Site Visit

Members
Eugene K. Canzano, Chairperson
Richard Kraus, Vice-Chairperson
Sally Choi, First Provisional Chair
Cliff Cannon, Second Provisional Chair
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Michael Perez

Recommendation:

That the Board of Deferred Compensation Administration (a) approve the necessary funding for available Board members and professional staff to attend the 2010 NAGDCA conference in Philadelphia, Pennsylvania; (b) approve the necessary funding for up to three Board members and up to three staff to conduct an on-site visit to the headquarters of the Plan's Third-Party-Administrator, Great-West Retirement Services, in 2010.

Discussion:

In April 2008 the Board adopted an annual budget amount for training/education for Board members and staff (see Board Report 08-12, attached). The Board established a base funding amount of \$50,000 for travel/training/education. In December 2009 the Board adopted a revised travel/training/education budget of \$53,045 for Plan year 2010. In the interest of expanding some of the training/educational opportunities available to Board members and staff, staff is recommending that the Board approve funding for the following educational/training opportunities in 2010.

NAGDCA

Background - The National Association of Government Defined Contribution Administrators (NAGDCA) is an organization consisting of government and industrial members pursuing legislative enhancements to defined contribution plans and providing educational benefits to its membership. The organization's 2010 conference is being held in Philadelphia, Pennsylvania September 11-15. The annual conference is focused on issues affecting state and local government administrators of primarily Section 457 defined contribution plans. The conference generally includes sessions reviewing federal legislative developments, current trends on plan design and administration, and basic education on plan fundamentals.

A preliminary conference schedule is attached. Board members should indicate to staff as soon as possible whether it is or is not their intention to attend. The registration deadline is August 6, 2010. Staff will make all registration arrangements. In addition, staff has reserved rooms in advance for each potential attendee. Confirmation numbers can be provided to those attending.

With respect to air reservations, attendees are welcome to make their own air reservations but should wait until after approval to attend the conference has been provided by the Mayor’s Office. Staff will begin processing that request immediately upon Board action to approve this report. If making reservations independently, it is important to document the lowest available non-stop fares at time of purchase. This can be done by printing out pages from an airfare shopping service such as Expedia. The City will not provide reimbursement for these purchases until attendees return from the conference. Questions regarding making these reservations should be directed to staff. Alternatively, attendees are welcome to use the City’s American Express Travel Agent service. Again, American Express should not be contacted until approval from the Mayor’s Office has been provided and a travel authority number issued.

Costing & Attendance – Staff recommends that attendance at this conference be limited to available Board members and available Personnel Department/City Attorney professional staff. Following is an estimate of conference costs per attendee. In addition to these costs, pre-conference events could add one-two nights of hotel costs and up to \$80 in fees. Typically 1-2 Board members attend the pre-conference events. Board members interested in attending the pre-conference events should notify staff.

Estimated Expenses Per Attendee	Amount
5-Night Stay @ \$199 per night w/15.2% tax)	\$ 1,146
Registration	\$ 550
Transportation (Estimated)	\$ 400
Miscellaneous (Food, Taxis, etc.)	\$ 250
Per Attendee Total-->	\$ 2,346
Maximum Board Members Attending	9
Maximum Staff Members Attending	7
Maximum Total Conference Cost (excluding pre-conference costs)	\$ 37,540

Third-Party-Administrator On-Site Visit

Background – In the interest of expanding training/educational opportunities, staff is proposing that the Board also approve funding for on-site visits to the headquarters of the Plan’s Third-Party-Administrator (Great-West Retirement Services) in Denver, Colorado. The purpose of these visits would be to better familiarize Board members and staff with Great-West operations and the services provided to Plan participants. This type of training would be particularly beneficial to Deferred Compensation Plan support staff who work with direct-service functions such as Plan distributions, account separations, beneficiary claims, loans, fund transfers, and recordkeeping. It would also, however, benefit Board members by providing a “bottom-up” view of Plan services.

Costing & Attendance – Staff’s recommendation is that these visits be open to Board members and staff but on a limited basis for any given calendar year. Staff is

recommending that attendance in 2010 be limited to up to three Board members and up to three staff. Following is an estimate of conference costs per attendee:

Estimated Expenses Per Attendee	Amount
2-Night Stay @ \$150 w/10.75% tax)	\$ 332
Transportation (Estimated)	\$ 300
Miscellaneous (Food, Taxis, etc.)	\$ 250
Per Attendee Total-->	\$ 882
Maximum Board Members Attending	3
Maximum Staff Members Attending	3
Maximum Total Cost	\$ 5,294

Status of Travel/Training/Education Budget

The Board has already approved an expenditure of \$350 for one staff member to attend a meeting of the California Large-Plan Network in Sacramento, CA June 2-3. This amount, in combination with the maximum amounts recommended for NAGDCA and on-site visits, is summarized relative to the adopted annual budget amount as follows:

Adopted Budget Amount	\$ 53,045
Approved and Recommended Expenditures	<u>\$ 43,183</u>
Balance	\$ 9,862

Staff is reviewing other potential training/education opportunities that may be available during the current calendar year. In addition, training/education is one of the items presently being reviewed as part of drafting of Plan bylaws by the Board's Plan Governance & Administrative Issues Committee.

Submitted by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez